

**Kingsport Area
METROPOLITAN PLANNING ORGANIZATION**

**PROSPECTUS
&
Bylaws**



**Adopted
August 15, 2007**

**Amended
May 29, 2014**

**Kingsport Metropolitan Transportation Planning Organization
201 West Market Street
Kingsport, TN 37660
Phone: (423) 224-2670
Fax: (423) 224-2756
Web: www.MTPO.kingsporttn.gov**

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PROSPECTUS RESOLUTION

RESOLUTION OF THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION EXECUTIVE BOARD CONCERNING THE PROSPECTUS

WHEREAS, the United States Department of Transportation by promulgation or rules and regulations, 23 CFR 450 Subpart A, has unified individual planning requirements of the Federal Transit Administration and the Federal Highway Administration resulting in urban transportation planning technical analyses and documentation requirements; and

WHEREAS, the Tennessee Department of Transportation and the Kingsport Metropolitan Transportation Planning Organization , in cooperation with operators of publicly owned transit services, shall cooperatively undertake a continuing, comprehensive transportation planning and programming process for the metropolitan area in accordance with state and local goals for urban planning, the provisions of 23 U.S.C. 134, 49 U.S.C. App. 1607, and 23 CFR 450, as amended, and in accordance with provisions of this Prospectus; and

WHEREAS, the Governor of the State of Tennessee has in cooperation with local officials designated the Kingsport Metropolitan Transportation Planning Organization Executive Board as being responsible, together with the State, for carrying out the provisions of 23 U.S.C. 134; and

NOW, THEREFORE, BE IT RESOLVED, that the Kingsport Metropolitan Transportation Planning Organization Executive Board does hereby desire to approve and adopt this amended Prospectus in its entirety.

Adopted August 15, 2007 and Amended May 27, 2014 by the Executive Board of the Kingsport Metropolitan Transportation Planning Organization and approved by the Governor of the State of Tennessee.


John Campbell, Chairman
MTPO Executive Board


Date


Troy J. Ebbert, Chairman
MTPO Executive Staff


Date



I. INTRODUCTION

A. Need for the Prospectus

The Kingsport Metropolitan Transportation Planning Organization (MTPO) Prospectus outlines the organization and procedures for transportation planning in the Kingsport Urbanized Area, including the mutual responsibilities of various entities in carrying out the planning process.

This document replaces any previous Prospectus adopted by the Metropolitan Planning Organization (MPO).

B. Significant Transportation Issues Facing the Area

As the Kingsport Urbanized Area continues to grow and suburbanize, new transportation issues will continue to develop. The Metropolitan Planning Organization (MTPO) is the forum where member jurisdictions cooperatively resolve these issues.

Some of the significant issues facing the area are:

- 1) balancing the needs and requirements of all the various modes of travel (e.g., transit and private automobile),
- 2) managing area congestion, and
- 3) improving air quality

The MTPO also has the responsibility for a regional transportation-planning program, and to allocate the funding for the implementation of transportation projects and service.

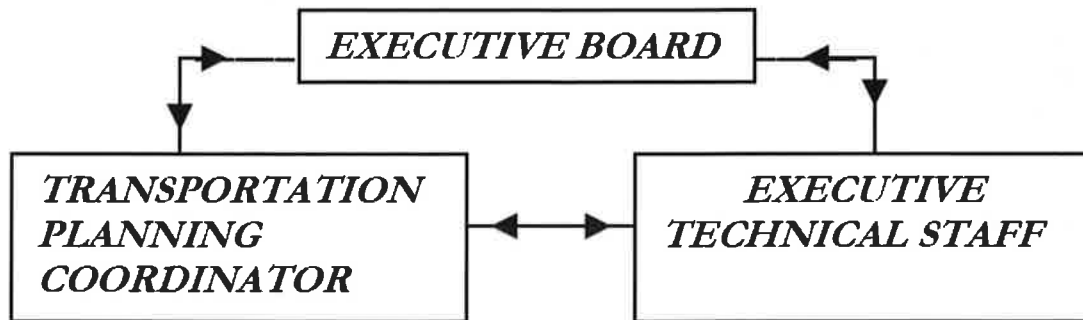
C. Organization Name

The name of the regional transportation planning organization created under this Prospectus shall be the Kingsport Metropolitan Transportation Planning Organization (MTPO).



II. ORGANIZATION AND MANAGEMENT

The Kingsport MTPO transportation planning process will function under a staff structure. The organization structure for the Kingsport MTPO is as follows:



A. Decision Making Forum – Metropolitan Transportation Planning Organization Executive Board

The metropolitan transportation planning organization structure places responsibility for policy direction with the Executive Board, which constitutes the forum for cooperative decision making by principal elected officials of general purpose local government. Membership of the Executive Board is attached as Appendix A. Final responsibility for transportation planning and programming is vested with the Executive Board. The Executive Board may adopt Bylaws and Rules governing meeting process and procedure for itself and any committees of the Metropolitan Planning Organization.

In order for the Board to function properly it shall establish another committee responsible for daily administration of all transportation activities. This committee shall be called the Technical Coordinating Committee. The Executive Board shall meet as required to accomplish administrative control of the planning process and maintain certification. The Executive shall have the ability to hold specially called meetings in order to set policy guidelines and review transportation planning activities in the Kingsport Area. The MTPO Executive Board shall conduct business as prescribed in the latest edition of Robert's Rules of Order. The bylaws of the MTPO Executive Board are attached as Appendix D.

B. Technical Coordinating Committee (Executive Staff)

The Technical Coordinating Committee (TCC or Executive Staff) consists of the administrative and technical leadership of functional agencies, authorities, commissions, departments, divisions, and bureaus of the entities comprising the Executive Board. Organizations not represented on the Executive Board may also serve on the TCC. Membership of the TCC is attached as Appendix B. By virtue of position and legislated authority, a representative of each modal administration of the U.S. Department of Transportation shall be a non-voting member of the TCC.



The TCC, with policy direction from the Executive Board, is responsible for daily implementation of all transportation planning activities. The members of the staff, by virtue of their position, implement transportation planning policy, procedures, and schedules to respective agency professionals for application. The Executive Board adopts broad policy providing the framework for TCC actions. The TCC refines this broad policy direction and works with the Transportation Planning Coordinator to insure implementation of the Board's direction. Each participating agency responsible for program development and project implementation will prepare its respective program documentation and project schedules for consolidation by the Transportation Planning Coordinator and subsequent review by the TCC and approval by the Executive Board.

The TCC shall meet as required to achieve coordination in the transportation planning, programming and implementation process. The TCC Chairman may appoint ad-hoc committees as needed to organize, coordinate, evaluate, and document transportation planning, programming, and reporting requirements necessary for orderly program implementation and certification. The TCC shall conduct business as prescribed in the latest edition of Robert's Rules of Order. The bylaws of the TCC are attached as Appendix E.

C. Transportation Planning Coordinator

The Transportation Planning Coordinator is a staff member of the Kingsport Transportation Planning Division who is appointed by the City of Kingsport. In order to assure consistency, the Transportation Planning Coordinator is responsible for supervision of the MTPO transportation planning staff and coordination of the transportation planning activities of participants in the Kingsport MTPO Transportation Planning Process. The Transportation Planning Coordinator, along with the Kingsport Transportation Planning Manager, shall be jointly responsible for insuring the coordination, direction, and supervision of the transportation planning process. The Transportation Planning Coordinator shall take his/her direction from, and be accountable to the Executive Board and effectuate this direction through the MTPO Technical Coordinating Committee, or study committees as applicable. The Transportation Planning Coordinator and staff are responsible for timely completion of regional analysis, documentation, scheduling meetings, disseminating data to all agencies, complying with requests from public and private agencies, and providing the media with prudent transportation information.

D. Public Participation

To ensure the greatest opportunity for public involvement throughout the transportation planning process, the MTPO will prepare and maintain a Public Participation Plan (PPP) that provides for complete information, timely public notification, full public access to key decisions, and supports early and continuing involvement of the public.



III. FUNCTIONAL RESPONSIBILITY OF PARTICIPATION AGENCIES

A. Federal

1. Federal Highway Administration

The Federal Highway Administration (FHWA), U.S. Department of Transportation, is responsible for administering all Federal-aid highway monies available for highway planning and implementation pursuant to the provisions of Title 23, United States Code. The Federal Highway Administration is responsible, through State Division Office, for issuing to the State all regulations and guidelines relative to expenditure of Federal-aid highway monies; monitoring all highway planning, programming and implementation activities; and exercising fiscal control of all Federal-aid highway expenditures through annual audit.

The Federal Highway Administration provides a degree of liaison between state transportation agencies and regional Federal modal agencies. Both FHWA-TN and FHWA-VA Division Offices have representation on the Kingsport Metropolitan Transportation Planning Organization Executive Board and Technical Coordinating Committee.

2. Federal Transit Administration

The Federal Transit Administration (FTA), U.S. Department of Transportation, is responsible for administering all Federal-aid monies available through grant allocation for public transportation planning, capital improvement, demonstration and operations pursuant to the provisions of Title 49, United States Code. The Federal Transit Administration, through the Regional Office, is responsible for issuing to all grant receipt agencies and public transportation operators regulations and guidelines relative to expenditure of Federal Transit funds, monitoring public transportation planning and demonstration projects, and exercising fiscal controls. A regional representative of the Federal Transit Administration serves on the Kingsport Metropolitan Transportation Planning Organization Executive Board and Technical Coordinating Committee.

3. Other Federal Agencies

Other Federal Agencies, such as the Federal Aviation Administration, U.S. Corps of Engineers, Federal Railroad Administration, Coast Guard, and Environmental Protection Agency may provide the Kingsport Area MTPO with review and advisory assistance on an as needed basis.

B. State

1. Tennessee Department of Transportation (TDOT)

The Tennessee Department of Transportation is responsible for preparation of long range, coordinated, statewide transportation plans; development of a data collection program relative to all transportation modes and needs; encouragement and promotion of the development of transportation systems embracing various modes of transportation in a



manner that will serve the State and local communities effectively and efficiently; and cooperation with local government in the development of long-range transportation plans.

The MTPO and the Tennessee Department of Transportation must cooperate and coordinate their respective actions and programs very closely.

TDOT discharges its legislated and delegated responsibility as follows:

a. TDOT Long-Range Planning Division

The Long Range Planning Division is responsible for ensuring that any program or project involving state or federal funds or aid is based on a continuing and comprehensive transportation planning process carried on cooperatively by the state and local communities. The Long Range Planning Division is also responsible for the ongoing data collection program that provides inventories of all transportation modes and needs, development of transportation plans, needs, and programs, administering and conducting transportation research programs, and serving as liaison between TDOT and FHWA.

b. TDOT Project Planning Division

The Project Planning Division is one of four divisions under the Chief of Environment and Planning. This Division is comprised of three offices: Short Range Planning Office, Conceptual and National Environmental Policy Act (NEPA) Planning Office and Safety Planning and Travel Data Office. It is primarily responsible for the management, development and planning of all Travel Data Operations and Short Range Planning, Conceptual Planning, NEPA Planning Guidelines, and all statewide project planning studies for State, Federal and local federal aid highways and the Highway Rail Grade Crossing Program. The Project Planning Division is a vital component in achieving the mission of TDOT's Strategic Management Plan.

c. TDOT Multimodal Transportation Resources

The Mission of the Division of Multimodal Transportation Resources is to provide support to alternative transportation providers through grant management and to promote a public private partnership in transportation to engender economic development and environmental quality. This Division includes the offices of Passenger Transportation and Freight & Rail Transportation. The Office of Passenger Transportation is responsible for public transportation, planning and promotion, research and technical assistance. The Office of Freight & Rail Transportation is responsible for funding of rail, track improvements, and waterways assistance. Funding and legislative initiatives are being pursued for enhancement and expansion of the rail freight program.

d. TDOT Program Development and Project Management Division

The Program Development and Project Management Division is comprised of four offices. Program Development and Scheduling is responsible for developing transportation programs and establishing project schedules. Local Programs Development is responsible for the coordination of various state and federal programs with local governments. Program Operations is responsible for establishing project funding authorizations and serves as the Liaison with the Federal Highway



Administration. Project Management is responsible for the development and delivery of selected transportation projects as well as administration of the State Industrial Access Program (SIA).

2. Virginia Department of Transportation

The Virginia Department of Transportation (VDOT) is responsible for building, maintaining and operating the state's roads, bridges and tunnels. And, through the Commonwealth Transportation Board, it provides funding for airports, seaports, rail and public transportation. Virginia has the third-largest state-maintained highway system in the country, just behind North Carolina and Texas.

a. VDOT Transportation and Mobility Planning Division (TMPD)

The Transportation and mobility Planning Division is responsible for ensuring the development of long range transportation plans across the Commonwealth that promote a safe, efficient and effective transportation system. TMPD's planning focus is at the statewide level, addressing the accessibility and mobility needs of people and freight on the interstate and primary highway systems. TMPD also provides support to VDOT District Planning Offices that are responsible for: maintaining the federal metropolitan planning process, conducting small urban area transportation studies, as well as conducting corridor level planning studies that support the project development process.

b. Virginia Department of Rail and Public Transportation (DRPT)

DRPT works with public and private partners to provide technical expertise, financial support, planning and project management and program advocacy. Together, DRPT and its partners deliver essential rail, public transportation and commuter assistance services. Each of DRPT's three primary areas of activity (rail, public transportation, and commuter services) focus on the movement of people and goods throughout Virginia. Rail transportation involves the movement of people and goods on railways owned and operated by private railroad companies. Public Transportation systems help manage traffic congestion and provide transportation choices while safely transporting people to destinations across the Commonwealth. Commuter Services programs work to promote carpools, vanpools, telework and other alternative modes of transportation to Virginia's commuters.

3. Tennessee Department of Environment and Conservation (TDEC)

The Tennessee Department of Environment and Conservation houses the Division of Air Pollution Control which is responsible for air quality modeling and forecasting as well as the development of emissions inventories and budgets and State Implementation Plans (SIP). The Division of Air Pollution Control is directed to maintain the purity of the air resources of the State of Tennessee consistent with the protection of normal health, general welfare, and physical property of the people while preserving maximum employment and enhancing the industrial development of the State. The Division of Air Pollution Control establishes emission standards and procedures required to monitor industries in the State. These standards and procedures are established and carried out through the Tennessee Air Pollution Control Board which adopts regulations, holds hearings, and initiates court actions to enforce such regulations.



C. Local

1. Administrative and Technical Officials/Advisory Boards and Commissions

Chief Administrative and Technical positions (i.e., City Managers, Planning Directors, Public Works Directors, Traffic Engineers and regional service providers) are directly concerned with the implementation of transportation policy decisions. These individuals are designated to serve as the Technical Coordinating Committee. Should any such positions become vacant and/or reclassified, the Executive Board Member for that respective MTPO jurisdiction may designate, in writing, an alternate representative. Coordination and communication with Advisory or Technical Boards and Commissions (Planning Commissions, Traffic Commissions, Public Works Commissions, etc.) is the responsibility of the Administrative and Technical Officials serving on the Technical Coordinating Committee. Insuring consistency between local planning and implementation documents and the plans, strategies and implementation by the MTPO is the fundamental role of these individuals.

2. Transit Operator

The Kingsport Area Transit Service (KATS) is owned and operated by the City of Kingsport. The City's Transit Director is responsible for overseeing daily operational functions of the transit system. The Kingsport MTPO staff provides administrative assistance for KATS, including MTPO transit planning activities, maintaining adherence to State and Federal regulations, and grant administration. The Kingsport MTPO is responsible for the FTA Section 5303 transit planning program through the Unified Planning Work Program and the development of the Transit Element of the Transportation Improvement Program. KATS' duties include regulation of the route and schedule structures, regulation of fares, acquisition of equipment, and making and enforcing rules and regulations governing the public transportation system.

3. Memorandum of Agreement with the adjacent MTPO's

A Memorandum of Agreement (MOA) shall be in place between Bristol MTPO, and Johnson City MTPO pertaining to overlapping long-range Metropolitan Planning Boundaries. The MOA shall define the transportation planning responsibilities for each MTPO and shall designate the responsible agency for project coordination and implementation in areas contained within the respective MTPO planning area boundary.

4. First Tennessee Rural Transportation Planning Organization

To increase coordination and consistency of regional transportation planning, the Kingsport MTPO will serve on the Technical Committee for the First Tennessee Rural Transportation Planning Organization (RTPO). The RTPO represents the counties of the First Tennessee Development District that are not represented by an existing MTPO planning area. The RTPO is responsible for transportation planning activities and project recommendations to TDOT in the non-MTPO portions of the First Tennessee Development District.



5. First Tennessee Development District

The First Tennessee Development District was formed in 1966 pursuant to legislation passed by the Tennessee General Assembly. This voluntary association of local governments is committed to improving the quality of life in Northeast Tennessee. Solving common problems regarding economic development and regional growth is the main thrust of the First Tennessee Development District. This goal is accomplished through economic and community development and economic development financing, research and planning, environmental management activities, land use studies, housing studies, human resource evaluation, assessment and updating services to the elderly.

6. LENOWISCO

LENOWISCO is a regional council of local governments that represents Lee, Scott, and Wise Counties and the City of Norton in Southwest Virginia. Rather than work individually as counties to promote and develop their areas, LENOWISCO and its member agencies work together for the benefit of the greater region. The commission's basic roles and functions have focused on providing information, professional and technical services, and a mechanism for regional coordination. LENOWISCO serves as a neutral forum where representatives of the member local governments can discuss and decide how to approach problems that cross county, and town boundaries. It helps member governments share information about common problems; recognize opportunities to save money or to be more effective by working together; and take account of regional influences in planning and implementing public policies and services at the local level. LENOWISCO's staff provides professional and technical assistance that supplements and supports the work of local government staff. LENOWISCO relates the region's interests to state government, to other regions of the Commonwealth of Virginia, and to the metropolitan area. LENOWISCO maintains a significant repository of demographic and other information about the Southwest Virginia region and its local governmental jurisdictions. The work of the Commission is supported by annual contributions from its member local governments, by appropriations of the Virginia General Assembly, and by a variety of grants, contracts and fees from both governmental and private sector sources.

D. Other Governmental and Quasi-Governmental Agencies

Other transportation agencies or providers may also provide input to the MTPD due to their technical expertise or unique role as transportation providers. Generally these organizations will be represented on the Technical Coordinating Committee and will provide input to the Executive Board through the Transportation Planning Coordinator. This is especially true of transit service providers such as the Kingsport Area Transit Service.



IV. CONTINUING PLANNING ACTIVITIES

A. Transportation Planning Functions and Process

The MTPO has the responsibility for insuring long term continuing, comprehensive and coordinated transportation planning for the study area. To meet this requirement, the MTPO is responsible for the following:

- Preparation of an annual Unified Planning Work Program (UPWP) identifying the major tasks to be accomplished by the MTPO that fiscal year. Each participant in the process provides the Transportation Planning Coordinator a detailed description of tasks to be accomplished, schedule for completion and estimated cost.
- Preparation of a Transportation Improvement Program (TIP) identifying and prioritizing projects to be implemented during the time period of the Program and meeting federal and state requirements. This document provides a description of each project, estimated costs, and year in which implementation activity is scheduled.
- Development and maintenance of a Long-Range Transportation Plan and associated documents identifying needed transportation improvements and services in the study area. This plan shall meet the appropriate state and federal requirements.
- Development of the appropriate information and databases upon which informed transportation decisions can be made.
- Identify and ensure that the MTPO meets the requirements in the existing transportation legislation and amendments and other state and federal statutes.

B. Public Participation Plan

It is the desire of the MTPO to obtain public participation for specific transportation planning needs. The MTPO encourages the distribution of information related to transportation decisions and plans throughout the region. It is the policy of the MTPO to take public comments into account in the development and adoption of plans and programs such as the Transportation Improvement Program and Long-Range Transportation Plan. The public involvement process must be proactive and provide complete information, timely public notice, and full access to key decisions, and opportunities for early and continuing involvement. Policies and procedures for public involvement are outlined in the Kingsport MTPO Public Participation Plan.



C. Study Area

The study area, or metropolitan area, for the Kingsport Metropolitan Transportation Planning Organization shall encompass the Kingsport Urbanized Area as defined by the U.S. Census, and the surrounding area as shown on the Kingsport MTPO Area map in appendix C.

D. Amendments to Prospectus

This Prospectus may be amended by a majority vote of the Executive Board membership and approval by the Governor. Amendment proposals must be presented in writing at a Board meeting for consideration and may be adopted at an ensuing meeting.

E. Administration

The Transportation Planning Coordinator, through direction of the Executive Board and the Executive Technical Staff is responsible for performing the administrative tasks required to maintain coordination of the transportation planning process, and the Executive Technical Staff is responsible to the Executive Board for maintaining coordination of program implementation on a continued basis. The Transportation Planning Coordinator and staff will be responsible for the following administrative functions:

- Documentation of all transportation meeting proceedings and dissemination thereof to all participants to the process.
- Monitoring of all MTPO sponsored activities and studies including the preparation of minor amendments reflecting policy objectives and changing standards.
- Preparation of contracts, agreements, and memoranda of understanding.
- Coordination with Executive Board to assure proper execution of all contracts, agreements, and memoranda of understanding.
- Dissemination of relevant information to public officials and concerned citizens.
/
- Document performance of overall transportation planning program and specifically the elements as required maintaining certification.



APPENDIX A - MTPO EXECUTIVE BOARD MEMBERSHIP

VOTING MEMBERS

Governor

Governor

Kingsport Mayor

Sullivan County Mayor

*Hawkins County Mayor, Church
Hill Mayor, Mount Carmel
Mayor

First Tennessee Development District
Executive Director

LENOWISCO Planning District
Commission Executive Director

REPRESENTING

State of Tennessee

State of Virginia

City of Kingsport

Sullivan County

Hawkins County
Town of Church Hill
Town of Mount Carmel

Member at large

Scott County, Weber City, Gate City,
all areas of Virginia in Kingsport Urbanized
Area

**Note: The three agencies mutually nominate one representative to a four year term to represent their jurisdictions.*

NON-VOTING MEMBERS

FHWA - Division Administrator

FHWA - Division Administrator

FTA – Director

FTA - Director

REPRESENTING

Tennessee

Virginia

Region III

Region IV

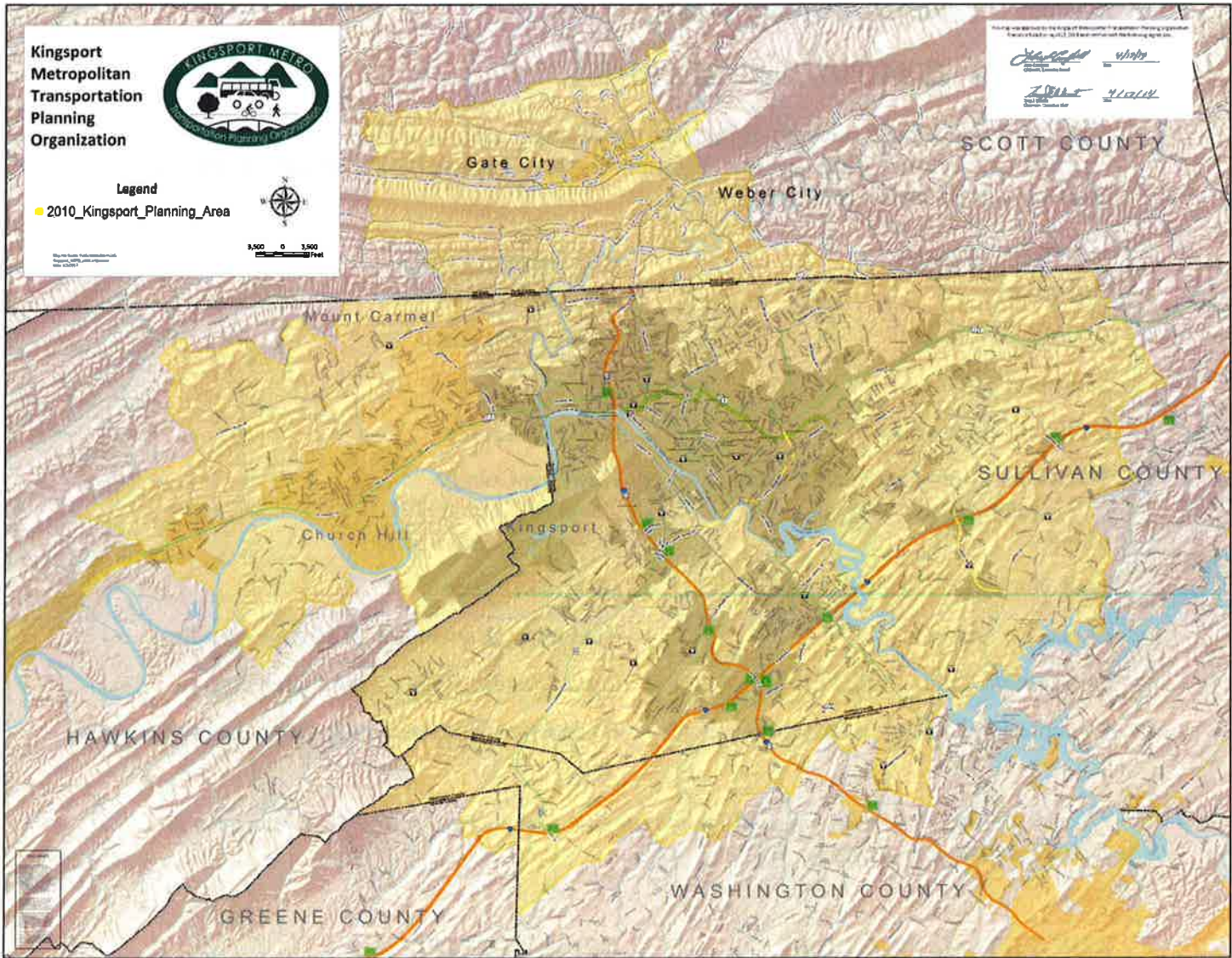


APPENDIX B - TECHNICAL COORDINATING COMMITTEE MEMBERSHIP

<u>VOTING MEMBERS</u>	<u>REPRESENTING</u>
City Manager	City of Kingsport
Highway Commissioner	Sullivan County
Planning Director	City of Kingsport
Planning Director	Sullivan County
Public Works Director	City of Kingsport
Public Works Director	Mount Carmel
Public Works Director	Church Hill
Transportation Planning Manager	City of Kingsport
Traffic Engineer	City of Kingsport
City Engineer	City of Kingsport
KATS Director	Kingsport Transit
Regional Planner	LENOWISCO
Regional Planner	Local Planning Office
Transportation Planning Coordinator	Kingsport MTPO
TDOT District Office	TDOT
VDOT Resident Office	VDOT
<u>NON-VOTING MEMBERS</u>	<u>REPRESENTING</u>
FHWA - Division Administrator	Tennessee
FHWA - Division Administrator	Virginia
FTA – Director	Region III
FTA - Director	Region IV



APPENDIX C – KINGSPORT MTPO AREA MAP



APPENDIX D – BYLAWS OF THE KINGSPORT MTPO EXECUTIVE BOARD

ARTICLE I – NAME

The name of the organization shall be the Kingsport Metropolitan Transportation Planning Organization Executive Board.

ARTICLE II – COMTPPOSITION AND VOTING

The Executive Board shall be composed of principal elected officials of governmental jurisdictions participating in the Kingsport Area Transportation Planning Process. Membership by Jurisdiction is as follows:

VOTING MEMBERS

Governor

Governor

Kingsport Mayor

Sullivan County Mayor

*Hawkins County Mayor, Church
Hill Mayor, Mount Carmel
Mayor

First Tennessee Development District

Executive Director

LENOWISCO Planning District

Commission Executive Director

REPRESENTING

State of Tennessee

State of Virginia

City of Kingsport

Sullivan County

Hawkins County
Town of Church Hill
Town of Mount Carmel

Member at large

(including Washington & Greene counties)

Scott County, Weber City, Gate City,

all areas of Virginia in Kingsport Urbanized
Area

**Note: The three agencies mutually nominate one representative to a four year term to represent their jurisdictions.*

NON-VOTING MEMBERS

FHWA - Division Administrator

FHWA - Division Administrator

FTA – Director

FTA - Director

REPRESENTING

Tennessee

Virginia

Region III

Region IV

Each voting member will be apportioned one vote.



ARTICLE III – DUTIES

The Executive Board constitutes the forum for cooperative transportation decision-making in the Kingsport Area MTPo with responsibilities as follows:

- (1) Administrative and fiscal control.
- (2) Review and approval of all transportation planning, programming and implementation.
- (3) Establish study committees as required to ensure cooperative, comprehensive and continuing transportation planning.
- (4) Establish and approve a public participation plan.
- (5) Any issue pertinent to the purposes and functions of the Executive Board may be brought before the Board by the Technical Coordinating Committee or by any subcommittee that the Executive Board may create. Any minority or objecting report or issue may be brought before the Board by any member of the Technical Coordinating Committee.

ARTICLE IV – ORGANIZATION

- (1) The organization of the Executive Board shall consist of a Chairman, Vice-Chairman, and Secretary. The Mayor of Kingsport, or his/her designee, shall serve as permanent Chairman of the Executive Board. The Executive Board shall elect a Vice-Chairman from its membership. Such election shall be by a majority of that membership and take place on the first meeting of the calendar year and the term of office shall be for one year or until such time new officers are elected.
- (2) An officer may succeed himself, with no limitation to number of terms, contingent on eligibility as the results of being a principal elected official.
- (4) The Transportation Planning Coordinator shall serve as permanent Secretary to the Executive Board, coordinate and schedule all meetings thereof, record proceedings and prepare minutes, prepare resolutions as adopted, and disseminate said minutes and resolutions as appropriate.
- (5) The Transportation Planning Coordinator shall coordinate all activities of the MTPo and with professional staff assistance, accomplish analyses and documentation as assigned.



ARTICLE V – DUTIES OF CHAIRMAN

- (1) The Chairman, or in his/her absence the Vice-Chairman, shall preside at all meetings of the Executive Board.
- (2) The Chairman, or his/her designate, shall authenticate by signature, all resolutions adopted by the Executive Board.
- (3) The Chairman, or his/her designate, may represent the Executive Board at hearings, conferences, and other events as required.

ARTICLE VI – MEETINGS

- (1) The Executive Board shall meet as required to accomplish administrative control of the planning process and maintain certification.
- (2) Each Executive Board member shall designate, in writing, an alternate representative to serve at meetings during said member's absence.
- (3) The presence of a simple majority of the Executive Board membership or designated alternates at Board meetings shall constitute a quorum for business transaction. If, in the event a simple majority is not present, business may be conducted unless the issue of a quorum is raised.
- (4) All meetings of the Executive Board are open to the public and are to be advertised according to the MTPO's adopted Public Participation Plan (PPP).

ARTICLE VII – RULES OF ORDER

- (1) The Executive Board shall conduct business as prescribed in Robert's Rules of Order unless prescribed otherwise by these Bylaws.
- (2) The Secretary of the Executive Board shall be the Board's Parliamentarian.

ARTICLE VIII – AMENDMENT TO BYLAWS

- (1) These Bylaws may be amended by affirmative vote of a quorum of the Board. A Bylaws change shall be presented for consideration at any Board meeting with adoption being deferred until a subsequent meeting.

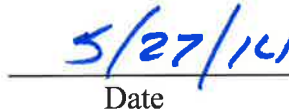


ARTICLE IX – EFFECTIVE DATE

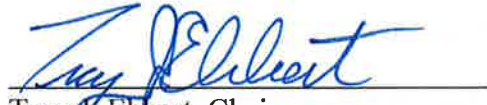
- (1) Any other rules, procedures, or Bylaws of the Board previously adopted are repealed.
- (2) These Bylaws shall be effective upon adoption. A certified copy shall be maintained by the Secretary to the Board.



John Campbell, Chairman
MTPO Executive Board



Date



Troy J. Ebbert, Chairman
MTPO Executive Staff



Date



APPENDIX E – BYLAWS OF THE KINGSPORT MTPO TECHNICAL COORDINATING COMMITTEE

ARTICLE I – NAME

The name of the organization shall be the Kingsport Metropolitan Transportation Planning Organization Technical Coordinating Committee (Executive Staff).

ARTICLE II – COMPOSITION

The Technical Coordinating Committee shall be composed of the department heads and administrative leaders of each agency having transportation or related planning, programming, or implementation responsibility in the Kingsport Urban Area. Voting membership by jurisdiction is as follows:

VOTING MEMBERS

REPRESENTING

City Manager

City of Kingsport

Highway Commissioner

Sullivan County

Planning Director

City of Kingsport

Planning Director

Sullivan County

Public Works Director

City of Kingsport

Public Works Director

Mount Carmel

Public Works Director

Church Hill

Transportation Planning Manager

Kingsport MTPO

Traffic Engineer

City of Kingsport

City Engineer

City of Kingsport

KATS Director

Kingsport Transit

Regional Planner

LENOWISCO

Transportation Planning Coordinator

Kingsport MTPO

TDOT District Office

TDOT

VDOT Resident Office

VDOT



NON-VOTING MEMBERS

FHWA - Division Administrator

FHWA - Division Administrator

FTA – Director

FTA - Director

REPRESENTING

Tennessee

Virginia

Region III

Region IV

ARTICLE III – DUTIES

- (1) The Technical Coordinating Committee is directly responsible to the Executive Board for daily administration of transportation planning, programming and implementation; relying on the Transportation Planning Coordinator to achieve coordination among technical staff participating in the process.
- (2) The Technical Coordinating Committee shall establish schedules and assign personnel to accomplish Executive Board policy and legislative requirements.
- (3) The Technical Coordinating Committee should review analytical documentation progress, plan and program development, and report status to the Executive Board as appropriate.
- (4) The Technical Coordinating Committee should cooperatively review and approve plans, programs and implementation schedules evolving from the transportation planning process.

ARTICLE IV – ORGANIZATION

- (1) The organization of the Technical Coordinating Committee shall consist of a Chairman, Vice-Chairman, and Secretary. The Kingsport Transportation Planning Coordinator shall serve as permanent Chairman of the Technical Coordinating Committee. The Transportation Planning Manager, City of Kingsport, shall serve as permanent Vice-Chairman of the Technical Coordinating Committee.
- (2) The Kingsport Area MTPO Transportation Planner shall serve as permanent Secretary to the Technical Coordinating Committee.



ARTICLE V – DUTIES OF CHAIRMAN AND VICE-CHAIRMAN

- (1) The Chairman, or in his/her absence the Vice-Chairman, shall preside at all meetings of the Executive Staff.
- (2) The Chairman, or his/her designate, shall authenticate, by his signature, all resolutions adopted by the Technical Coordinating Committee.
- (3) The Chairman, or his/her designate, may represent the Technical Coordinating Committee at Executive Board meetings, hearings, conferences and other events, as required.

ARTICLE VI – TRANSPORTATION PLANNING COORDINATOR

- (1) The Transportation Planning Coordinator is a staff member of the Transportation Planning Division of the City of Kingsport.
- (2) The Coordinator shall receive direction from the Executive Board through the Technical Coordinating Committee, coordinate and schedule all meetings thereof, record proceedings and prepare minutes, prepare resolutions as adopted, disseminate said minutes and resolutions as appropriate, provide data and information to participating agencies, comply with data requests from public and private sector, coordinate comprehensive urban planning with transportation planning, and coordinate all activities of the transportation planning process with the technical planning staff.
- (3) The Coordinator shall serve as Chairman of all ad-hoc subcommittees appointed by the Executive Board and Technical Coordinating Committee.

ARTICLE VII – MEETINGS

- (1) The Technical Coordinating Committee shall meet as required to achieve coordination in the transportation planning, programming and implementation process.
- (2) Each Technical Coordinating Committee member shall designate in writing an alternate representative to attend meetings in said member's absence.
- (3) The presence of a simple majority of the Technical Coordinating Committee membership or designated alternates shall constitute a quorum for business transaction at Executive Staff meetings. If, in the event a simple majority is not present, business may be conducted unless the issue of a quorum is raised.



- (4) All meetings of the Technical Coordinating Committee are open to the public and are to be advertised according to the MTPO's adopted Public Participation Plan (PPP).

ARTICLE VIII – RULES OF ORDER


- (1) The Technical Coordinating Committee shall conduct business as prescribed in Robert's Rules of Order unless prescribed otherwise by these Bylaws.
- (2) The Secretary of the Technical Coordinating Committee shall be the Board's Parliamentarian.

ARTICLE IX – AMENDMENT TO BYLAWS


- (1) These bylaws can be amended at any regular meeting of the Technical Coordinating Committee by a majority vote of the voting membership, provided that the amendment has been submitted in writing at the previous regular meeting.

ARTICLE IX – EFFECTIVE DATE

- (1) Any other rules, procedures, or Bylaws of the TCC previously adopted are repealed.
- (2) These Bylaws shall be effective upon adoption. A certified copy shall be maintained by the Secretary to the TCC.


John Campbell, Chairman
MTPO Executive Board


Date


Troy J. Ebbert, Chairman
MTPO Executive Staff


Date



